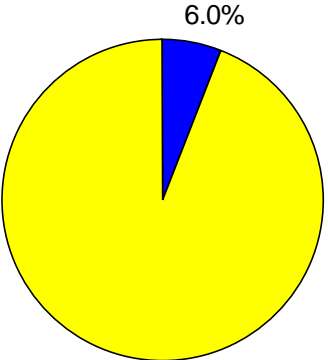


Circuit Court and Records

80-11-Jury Management

Fund/Agency: 001/80		Circuit Court and Records
Personnel Services	\$82,205	<p style="text-align: center;">CAPS Percentage of Agency Total</p>  <p style="text-align: center;">94.0%</p> <p style="text-align: center;">6.0%</p> <p style="text-align: center;">■ Jury Management ■ All Other Agency CAPS</p>
Operating Expenses	\$448,850	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$531,055	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$6,891	
Total Revenue:	\$6,891	
Net CAPS Cost:	\$524,164	
Positions/SYE involved in the delivery of this CAPS	2/2	

► CAPS Summary

Efficient Jury management is an essential element in the Administration of Justice. Both the Constitution of the United States of America and the Constitution of the Commonwealth of Virginia provide the right to a jury trial. The Circuit Court provides jurors for both Civil and Criminal trials. Approximately 65,000 questionnaires are sent to citizens of Fairfax County and the City of Fairfax each August. The names are taken from the Department of Motor Vehicles and the Voter Registration databases. Jurors must be 18 or older, a U.S. citizen, a resident of Virginia and the locality for at least 6 months. In addition a juror cannot have a history of a felony conviction or be incapacitated. Of the 65,000 questionnaires sent, approximately 45,000 will be returned for processing. The qualifying process eliminates about 30,000 and the remaining 15,000 become the jury pool for the upcoming year. In order to add diversity to the jury pool, the Department of Motor Vehicle list was incorporated into the random pool of residents receiving questionnaires. However, the addition of the Department of Motor Vehicles list accounts for the large amount of individuals that don't qualify to serve as potential jurors since the juror requirements exceed those required to obtain a drivers license.

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► Method of Service Provision

Merit County Employees comprise the staff who are permanently assigned to the jury management area. Once the 65,000 questionnaires are returned to the court, information needs to be entered into the computer and the permanent staff of two (2) is not capable of absorbing that workload. The information must be entered by December in order to create the pool for the year to come. Staff members from other areas help with the opening of envelopes and the data entry, whether it be a matter of overtime or during the workday, as long as it does not impair the ability to perform their job. In addition, temporary help is often hired for this task.

Each afternoon the docket is set and the number of jury trials is given to the jury clerk. A formula is used to calculate the number of jurors to call in the next day. Jurors are instructed to call a recorded message or to check the internet the night before they are scheduled to serve to confirm whether or not they are actually needed. Both the recorded message and the internet site are updated daily. If called to serve, the jurors arrive around 8:00 a.m. and their assigned number is scanned into the jury management system to create the daily jury pools to be sent to the courtrooms.

Some jurors arrive at the courthouse in an apprehensive manner. We strive to make this a pleasant experience for those who are giving time from their personal and professional lives. We receive many compliments for our orientation program and the amenities we provide our jurors. In recent years items such as fax machine, free local phone lines, modem connections, microwave and a refrigerator for those with special dietary requirements.

In 1992 jurors were required to serve eight weeks (one day each week for eight weeks) which had a negative impact on jurors employment and personal lives. At the present time, the term is two weeks (one day each week for two weeks) and eventually a 'one day/one trial' system will be implemented.

There is a high level working relationship with the court clerks, judges, sheriff's deputies, attorneys and the jury management staff to efficiently process the jurors and gain maximum usage of the time they spend here. If a juror is struck from one case, their name goes back into the pool enabling them to be sent up on another case the same day. Often lawyers request jury panels ahead of the trials and by code this information must be available.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Average number of jurors called each day	100	100	95	97	97
Percent jury utilization (used for more than one case)	104%	115%	115%	115%	115%

Circuit Court and Records

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia 8.01-359 Jury selection
- Code of Virginia 17.1-618,619 Allowances for jurors & how jurors paid
- Code of Virginia 8.01-343 &345 Appointment of jury commissioners & preparation of lists
- Code of Virginia 8.01-346 Lists to be delivered to clerk
- Code of Virginia 8.01-355 Jurors on list to be used for trial cases during term
- Code of Virginia 8.01357 Selection of jury panel